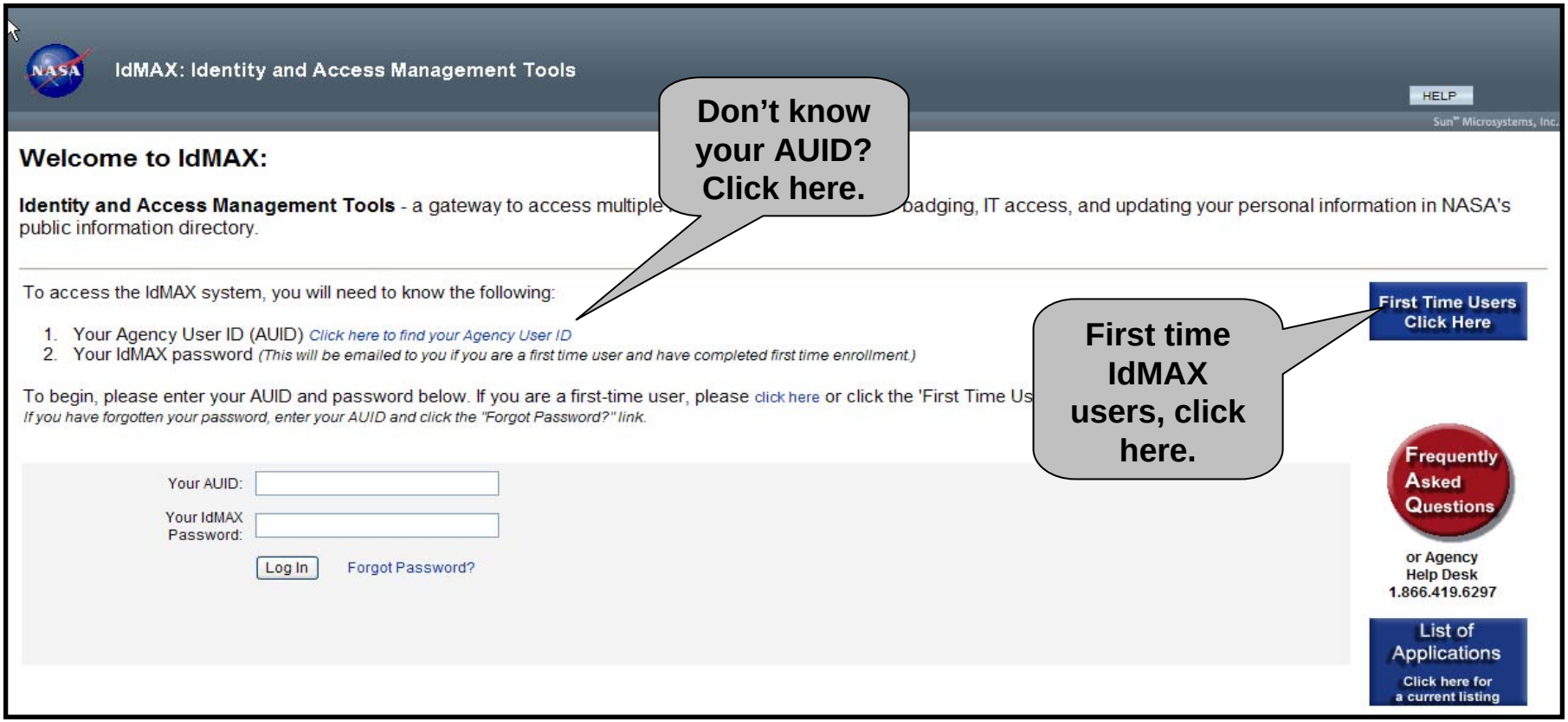
Request **New** Application Account

DDMS Account Creation

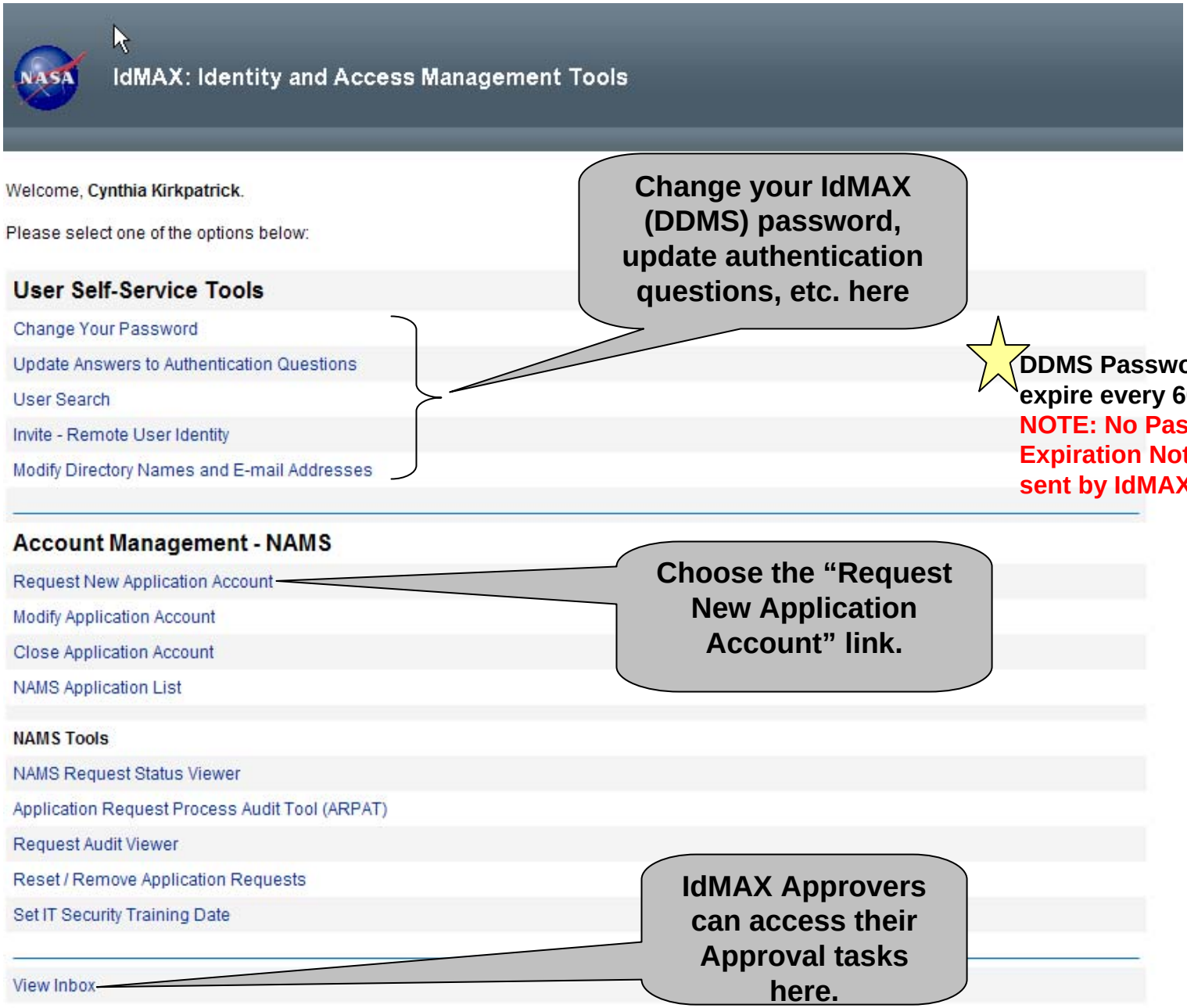
IdMAX Process

Revision: February 2009

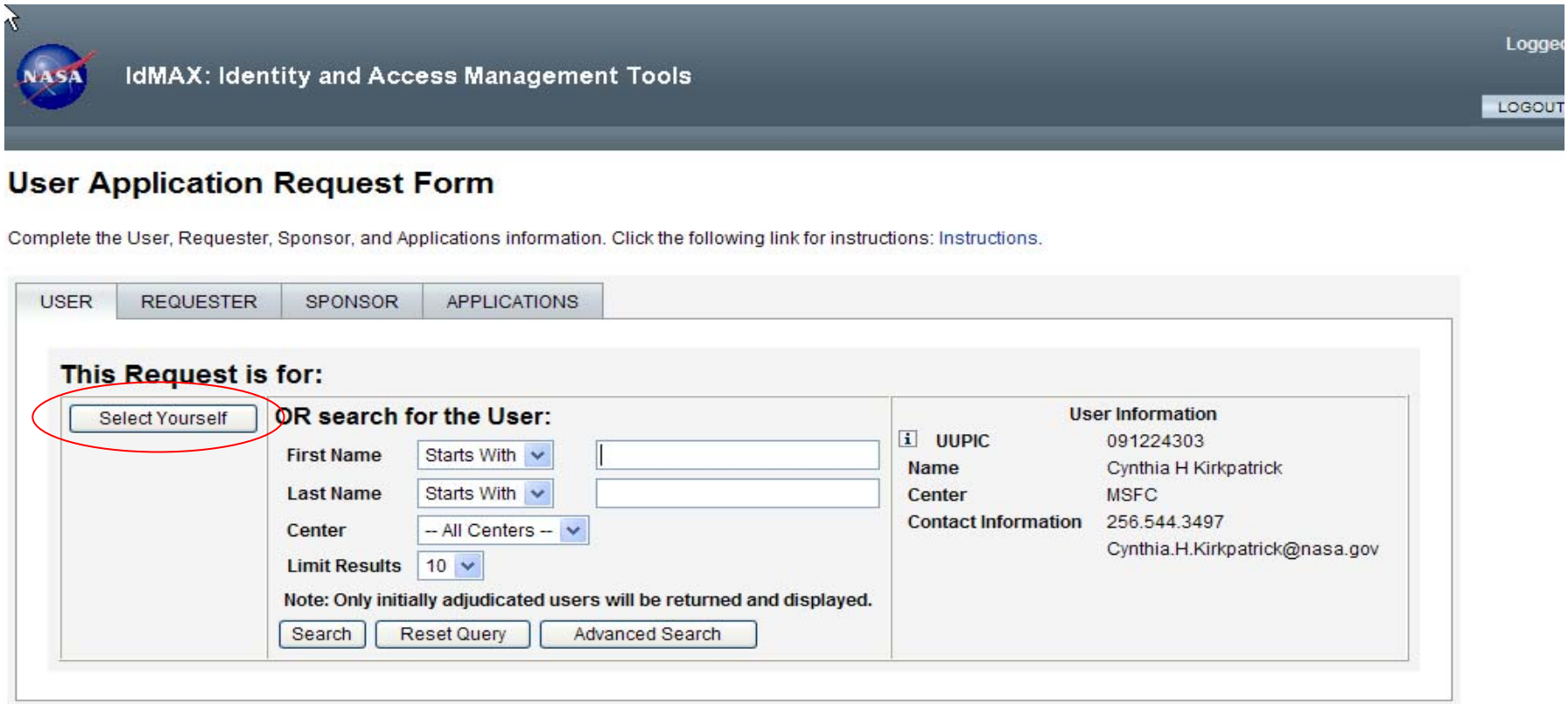


1. Access the IdMAX website – https://idmax.nasa.gov
2. If this is the first time you have ever accessed IdMAX, click the "First Time User" link shown above and follow the instructions to get a temporary password.
3. Enter your AUID and password and log in.
4. If your password is expired or you have forgotten your password, enter your AUID and click the "Forgot Password" link.
   - You will then be prompted to answer your *authentication questions that were previously answered when you set up your IdMAX account.

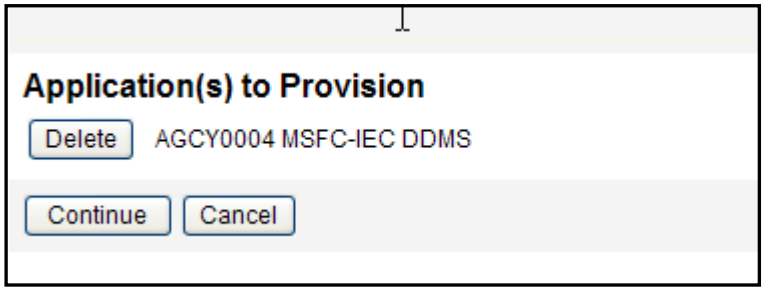
***If you can't remember the answers to your authentication questions, call the MSFC Help Desk at 256-544-HELP, Option 0.**


IdMAX: Identity and Access Management Tools
Welcome, Cynthia Kirkpatrick.
Please select one of the options below:
User Self-Service Tools
Change Your Password
Update Answers to Authentication Questions
User Search
Invite - Remote User Identity
Modify Directory Names and E-mail Addresses
Account Management - NAMS
Request New Application Account
Modify Application Account
Close Application Account
NAMS Application List
NAMS Tools
NAMS Request Status Viewer
Application Request Process Audit Tool (ARPAT)
Request Audit Viewer
Reset / Remove Application Requests
Set IT Security Training Date
View Inbox
Change your IdMAX (DDMS) password, update authentication questions, etc. here
DDMS Passwords expire every 60 days.
NOTE: No Password Expiration Notices are sent by IdMAX.
Choose the "Request New Application Account" link.
IdMAX Approvers can access their Approval tasks here.

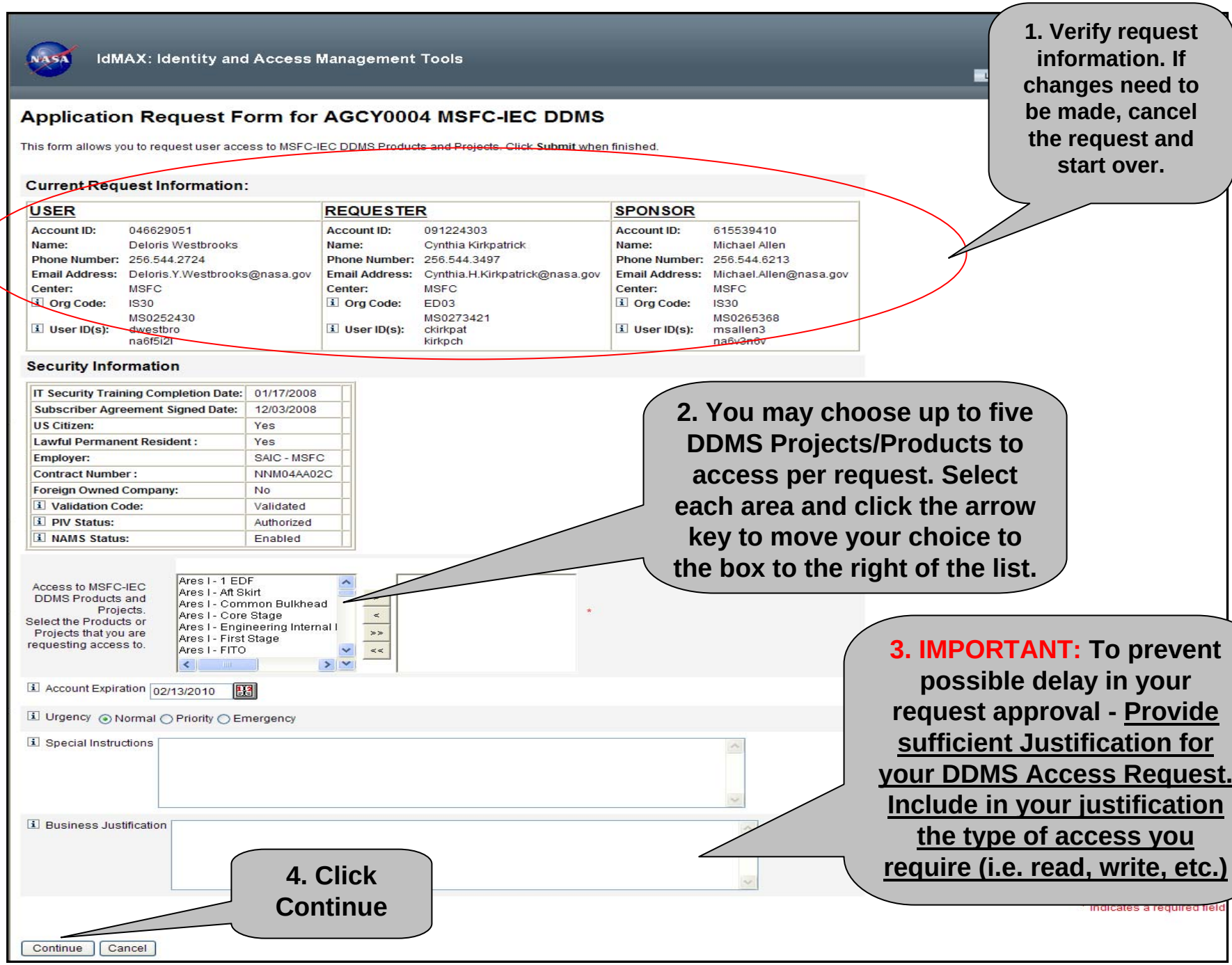
Request New Application Account

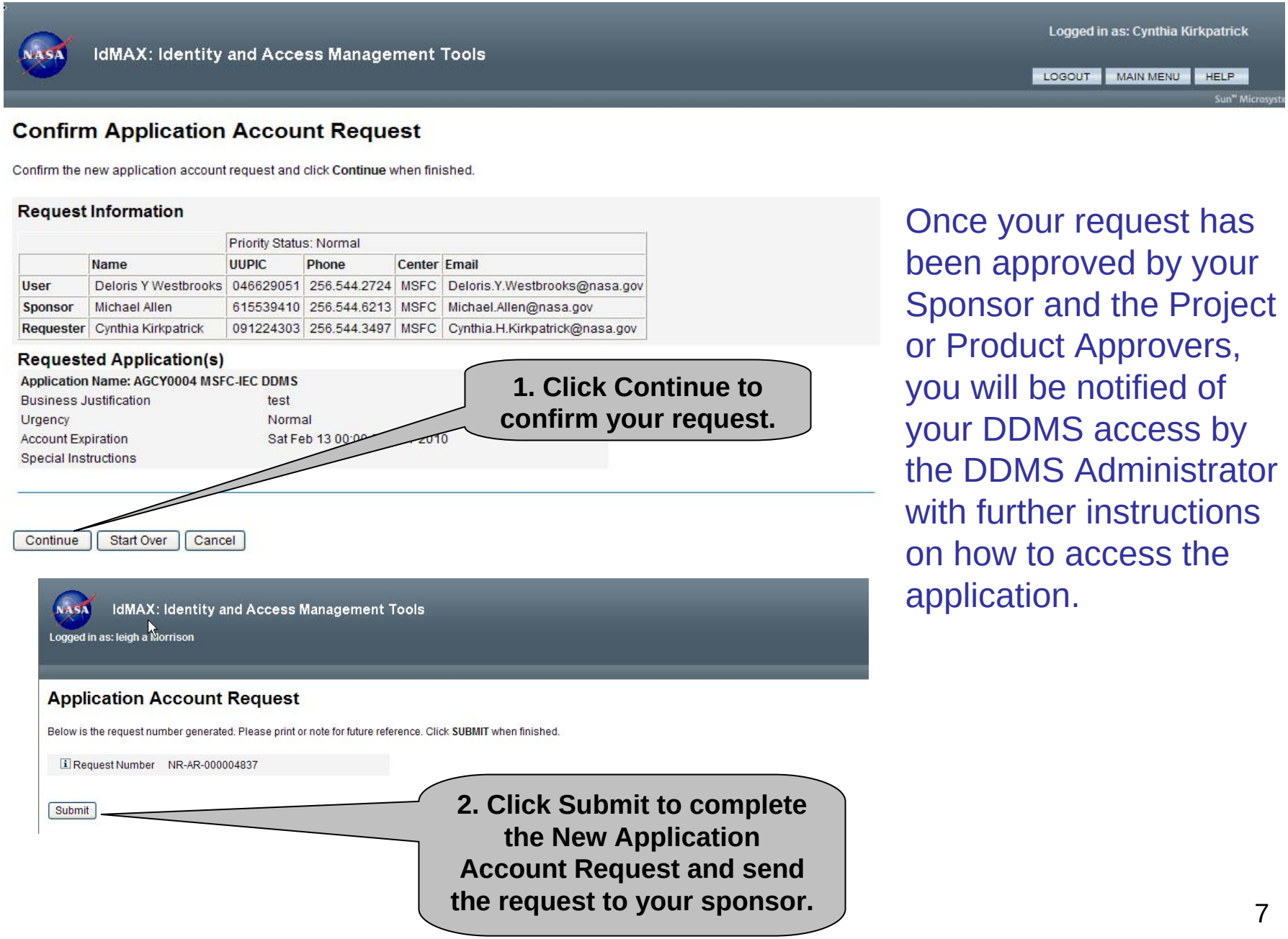


1. Select the User Tab – Search for the user needing the application access and select the appropriate search result. If you are the "User", then click the "Select Yourself" button indicated above.
2. Select the Requester Tab – Search for the person requesting the User to have access and select the appropriate search result. **(User and Requester can be the same person.)** If you are the "Requester", then click the "Select Yourself" button indicated above.
3. Select the Sponsor Tab – Search for the Sponsor of the User and select the appropriate search result. **(Click the "Who is a Sponsor" link for help.) The User cannot be the Sponsor.**
4. Select the Application Tab – Search for "DDMS" and then Select AGCY0004 MSFC-IEC DDMS search result.



1. After the Requester has selected the DDMS application, it will be listed at the bottom of the request as an “Application to Provision”.
2. Click “Continue”.


IdMAX: Identity and Access Management Tools
Application Request Form for AGCY0004 MSFC-IEC DDMS
This form allows you to request user access to MSFC-IEC DDMS Products and Projects. Click Submit when finished.
Current Request Information:
USER
Account ID: 046629051
Name: Deloris Westbrooks
Phone Number: 256.544.2724
Email Address: Deloris.Y.Westbrooks@nasa.gov
Center: MSFC
Org Code: IS30
User ID(s): MS0252430 dwestbro na6f5i2l
REQUESTER
Account ID: 091224303
Name: Cynthia Kirkpatrick
Phone Number: 256.544.3497
Email Address: Cynthia.H.Kirkpatrick@nasa.gov
Center: MSFC
Org Code: ED03
User ID(s): MS0273421 ckirkpat kirkpch
SPONSOR
Account ID: 615539410
Name: Michael Allen
Phone Number: 256.544.6213
Email Address: Michael.Allen@nasa.gov
Center: MSFC
Org Code: IS30
User ID(s): MS0265368 msallen3 na6v3n6v
Security Information
IT Security Training Completion Date: 01/17/2008
Subscriber Agreement Signed Date: 12/03/2008
US Citizen: Yes
Lawful Permanent Resident : Yes
Employer: SAIC - MSFC
Contract Number : NNM04AA02C
Foreign Owned Company: No
Validation Code: Validated
PIV Status: Authorized
NAMS Status: Enabled
Access to MSFC-IEC DDMS Products and Projects. Select the Products or Projects that you are requesting access to.
Ares I - 1 EDF
Ares I - Aft Skirt
Ares I - Common Bulkhead
Ares I - Core Stage
Ares I - Engineering Internal I
Ares I - First Stage
Ares I - FITO
Account Expiration 02/13/2010
Urgency Normal Priority Emergency
Special Instructions
Business Justification
* Indicates a required field
Continue
Cancel
1. Verify request information. If changes need to be made, cancel the request and start over.
2. You may choose up to five DDMS Projects/Products to access per request. Select each area and click the arrow key to move your choice to the box to the right of the list.
3. IMPORTANT: To prevent possible delay in your request approval - Provide sufficient Justification for your DDMS Access Request. Include in your justification the type of access you require (i.e. read, write, etc.)
4. Click Continue

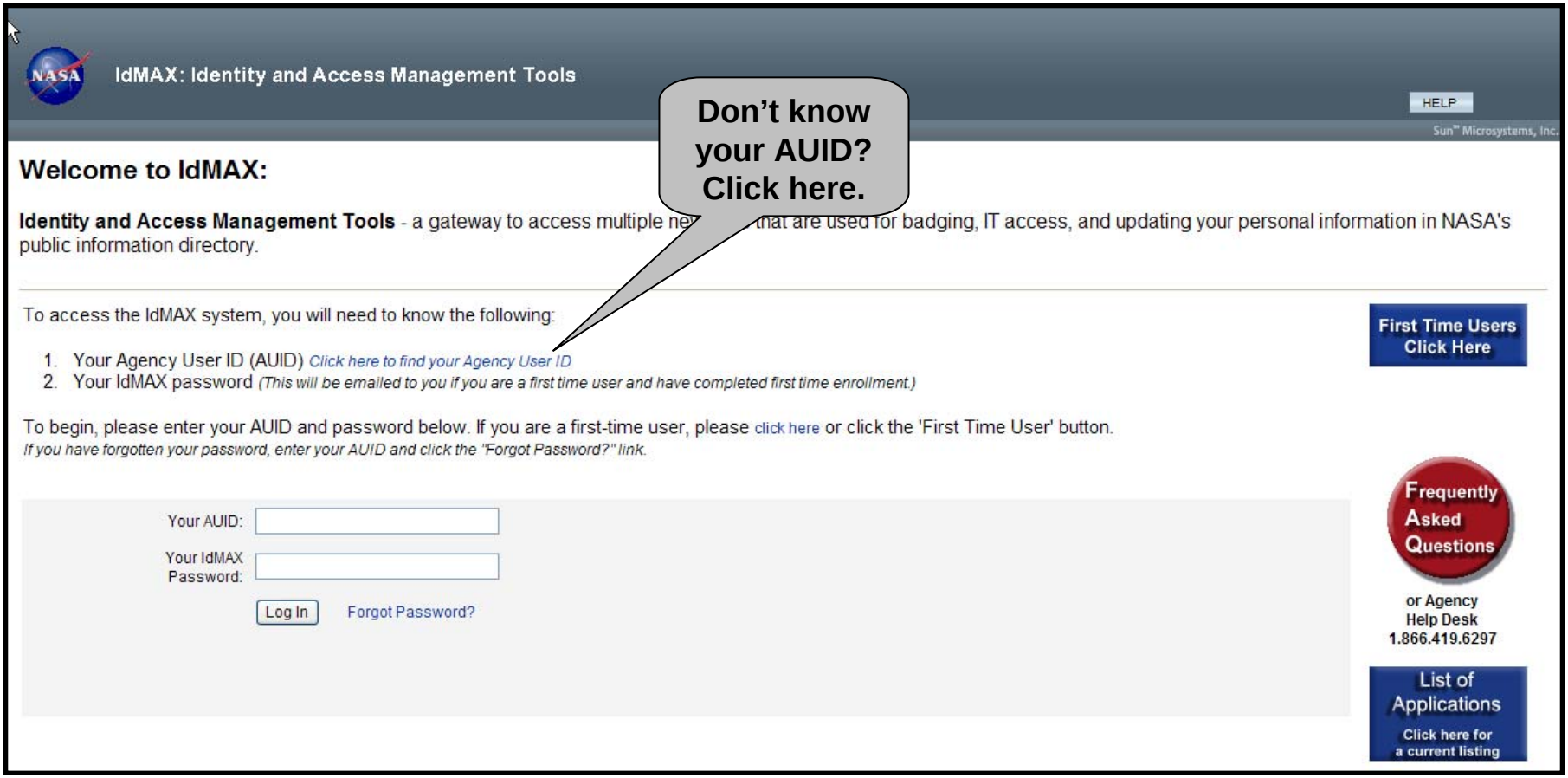


Once your request has been approved by your Sponsor and the Project or Product Approvers, you will be notified of your DDMS access by the DDMS Administrator with further instructions on how to access the application.

Modify Application Account

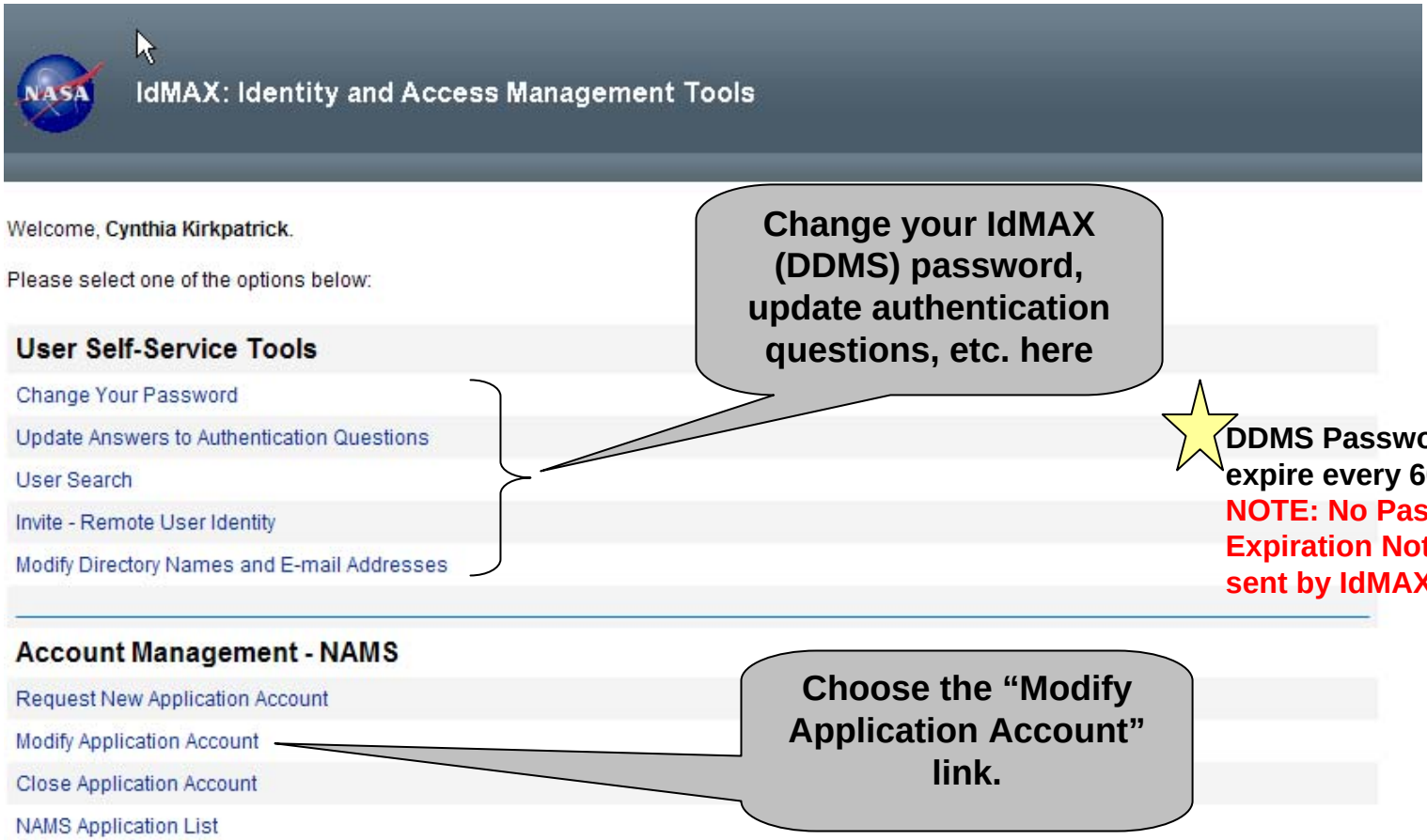
DDMS Account Modification

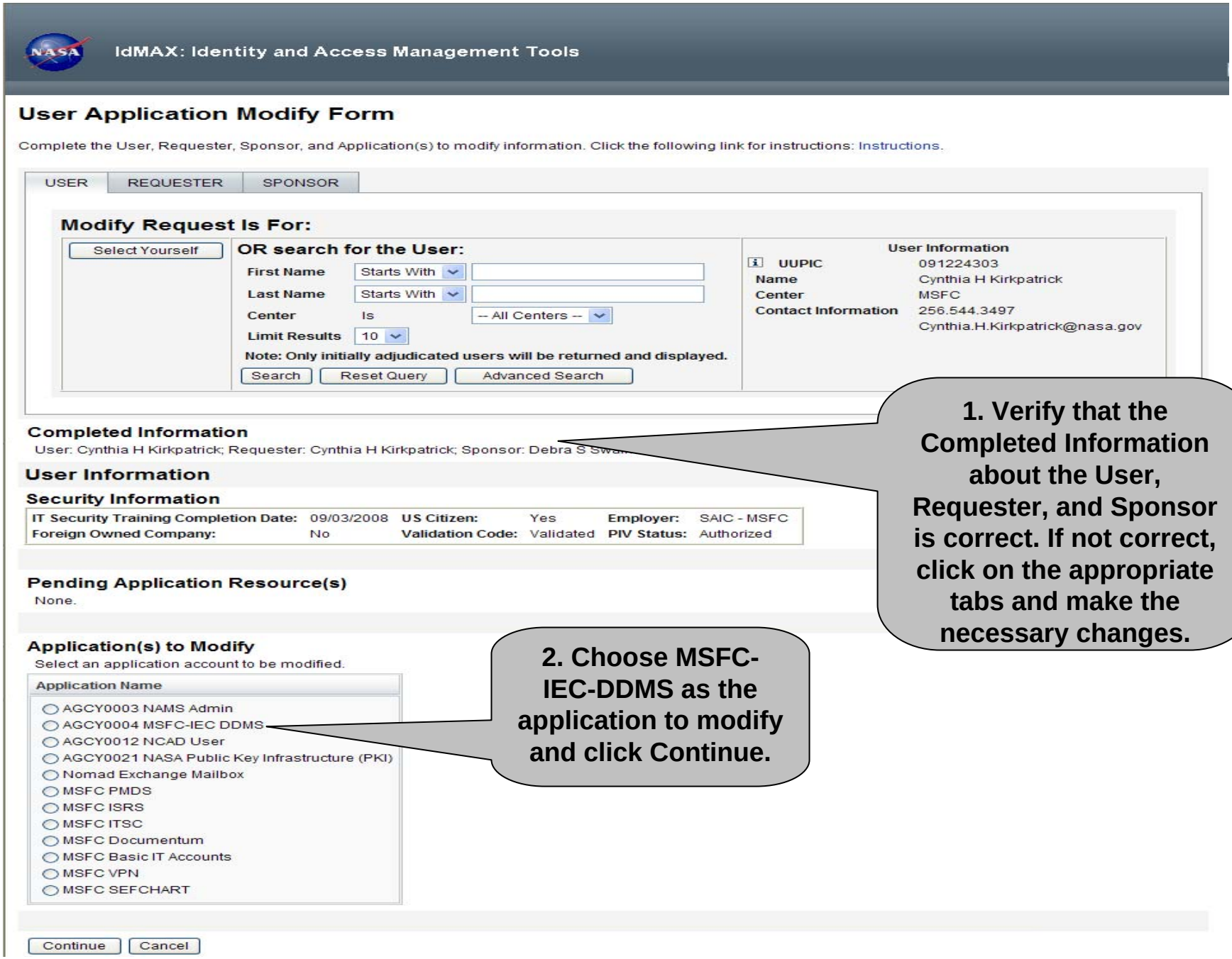
IdMAX Process

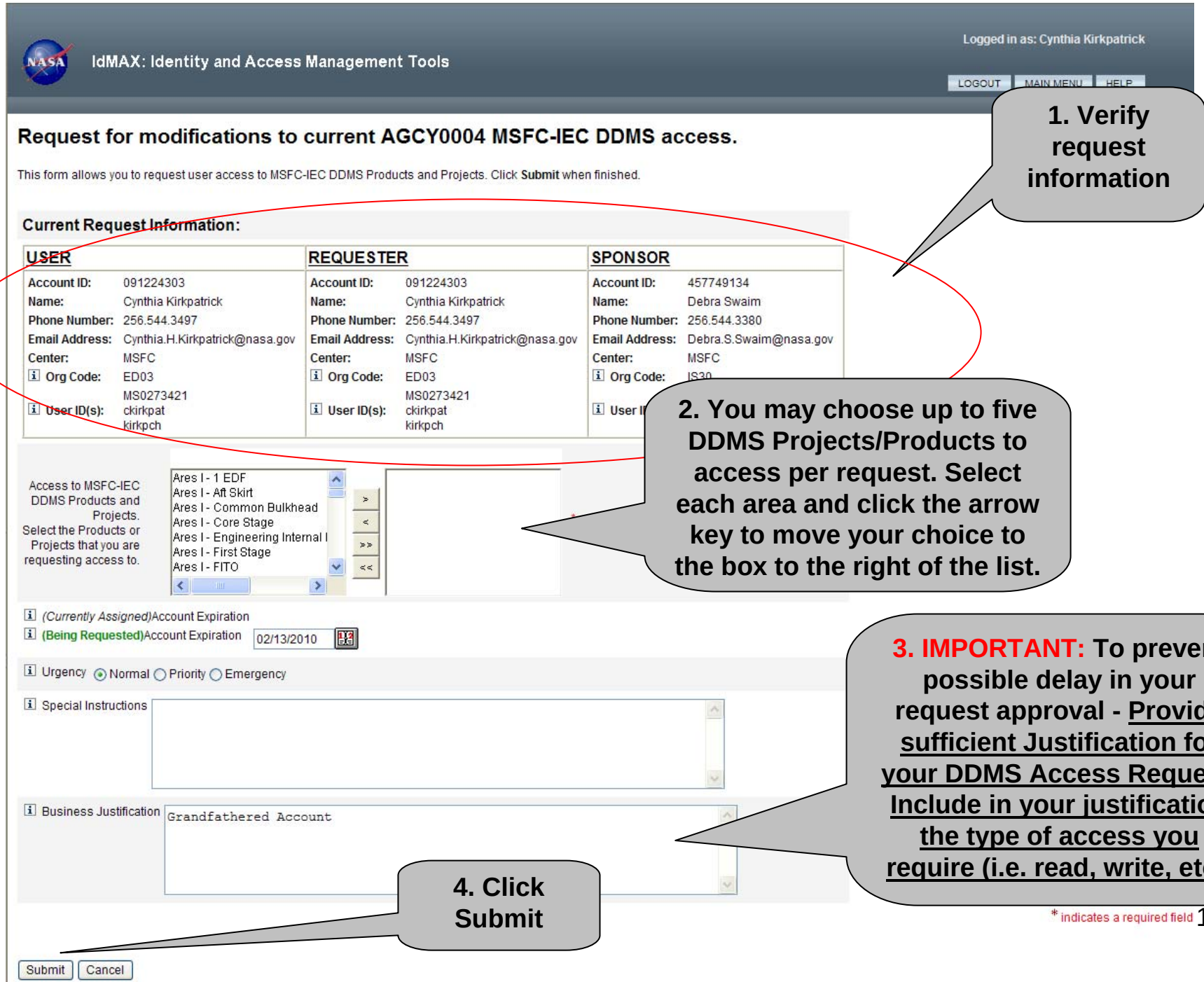


1. Access the IdMAX website – https://idmax.nasa.gov
2. Enter your AUID and password and log in.
3. If your password is expired or you have forgotten your password, enter your AUID and click the "Forgot Password" link.
   - You will then be prompted to answer your *authentication questions that were previously answered when you set up your IdMAX account.

***If you can't remember the answers to your authentication questions, call the MSFC Help Desk at 256-544-HELP, Option 0.**


IdMAX: Identity and Access Management Tools
Welcome, Cynthia Kirkpatrick.
Please select one of the options below:
User Self-Service Tools
Change Your Password
Update Answers to Authentication Questions
User Search
Invite - Remote User Identity
Modify Directory Names and E-mail Addresses
Account Management - NAMS
Request New Application Account
Modify Application Account
Close Application Account
NAMS Application List
NAMS Tools
NAMS Request Status Viewer
Application Request Process Audit Tool (ARPAT)
Request Audit Viewer
Reset / Remove Application Requests
Set IT Security Training Date
View Inbox
Change your IdMAX (DDMS) password, update authentication questions, etc. here
DDMS Passwords expire every 60 days.
NOTE: No Password Expiration Notices are sent by IdMAX.
Choose the "Modify Application Account" link.


IdMAX: Identity and Access Management Tools
User Application Modify Form
Complete the User, Requester, Sponsor, and Application(s) to modify information. Click the following link for instructions: Instructions.
USER
REQUESTER
SPONSOR
Modify Request Is For:
Select Yourself
OR search for the User:
First Name
Starts With
Last Name
Starts With
Center
Is
-- All Centers --
Limit Results
10
Note: Only initially adjudicated users will be returned and displayed.
Search
Reset Query
Advanced Search
User Information
UUPIC 091224303
Name Cynthia H Kirkpatrick
Center MSFC
Contact Information 256.544.3497
Cynthia.H.Kirkpatrick@nasa.gov
Completed Information
User: Cynthia H Kirkpatrick; Requester: Cynthia H Kirkpatrick; Sponsor: Debra S Swa
User Information
Security Information
IT Security Training Completion Date: 09/03/2008
US Citizen: Yes
Employer: SAIC - MSFC
Foreign Owned Company: No
Validation Code: Validated
PIV Status: Authorized
Pending Application Resource(s)
None.
Application(s) to Modify
Select an application account to be modified.
Application Name
AGCY0003 NAMS Admin
AGCY0004 MSFC-IEC DDMS
AGCY0012 NCAD User
AGCY0021 NASA Public Key Infrastructure (PKI)
Nomad Exchange Mailbox
MSFC PMDS
MSFC ISRS
MSFC ITSC
MSFC Documentum
MSFC Basic IT Accounts
MSFC VPN
MSFC SEFCHART
Continue
Cancel
1. Verify that the Completed Information about the User, Requester, and Sponsor is correct. If not correct, click on the appropriate tabs and make the necessary changes.
2. Choose MSFC-IEC-DDMS as the application to modify and click Continue.


IdMAX: Identity and Access Management Tools
Logged in as: Cynthia Kirkpatrick
LOGOUT
MAIN MENU
HELP
Request for modifications to current AGCY0004 MSFC-IEC DDMS access.
This form allows you to request user access to MSFC-IEC DDMS Products and Projects. Click Submit when finished.
Current Request Information:
USER
Account ID: 091224303
Name: Cynthia Kirkpatrick
Phone Number: 256.544.3497
Email Address: Cynthia.H.Kirkpatrick@nasa.gov
Center: MSFC
Org Code: ED03
User ID(s): MS0273421 ckirkpat kirkpch
REQUESTER
Account ID: 091224303
Name: Cynthia Kirkpatrick
Phone Number: 256.544.3497
Email Address: Cynthia.H.Kirkpatrick@nasa.gov
Center: MSFC
Org Code: ED03
User ID(s): MS0273421 ckirkpat kirkpch
SPONSOR
Account ID: 457749134
Name: Debra Swaim
Phone Number: 256.544.3380
Email Address: Debra.S.Swaim@nasa.gov
Center: MSFC
Org Code: IS30
Access to MSFC-IEC DDMS Products and Projects. Select the Products or Projects that you are requesting access to.
Ares I - 1 EDF
Ares I - Aft Skirt
Ares I - Common Bulkhead
Ares I - Core Stage
Ares I - Engineering Internal I
Ares I - First Stage
Ares I - FITO
(Currently Assigned)Account Expiration
(Being Requested)Account Expiration 02/13/2010
Urgency Normal Priority Emergency
Special Instructions
Business Justification Grandfathered Account
Submit
Cancel
1. Verify request information
2. You may choose up to five DDMS Projects/Products to access per request. Select each area and click the arrow key to move your choice to the box to the right of the list.
3. IMPORTANT: To prevent possible delay in your request approval - Provide sufficient Justification for your DDMS Access Request. Include in your justification the type of access you require (i.e. read, write, etc.)
4. Click Submit
* indicates a required field